

# DURANGO INTERAGENCY DISPATCH AREA

## MOBILIZATION GUIDE

### CHAPTER 30 - ORGANIZATION

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#### MULTI-AGENCY COORDINATING (MAC) GROUP

MAC Groups should be activated at the local and Geographic Area levels whenever wildland fire activities are affecting more than one agency or there is competition for incident resources. There may also be a need for Geographic and local Areas to activate MAC when the Area or National Fire Preparedness Level is at 5 enabling Area response to requests/direction from the Area or National MAC Group. (See Chapter 20 for Local Preparedness descriptions.)

Responsibilities of MAC Groups at all levels:

- Determine priorities.

- Allocate/reallocate resources.

- Develop/recommend contingency action plans.

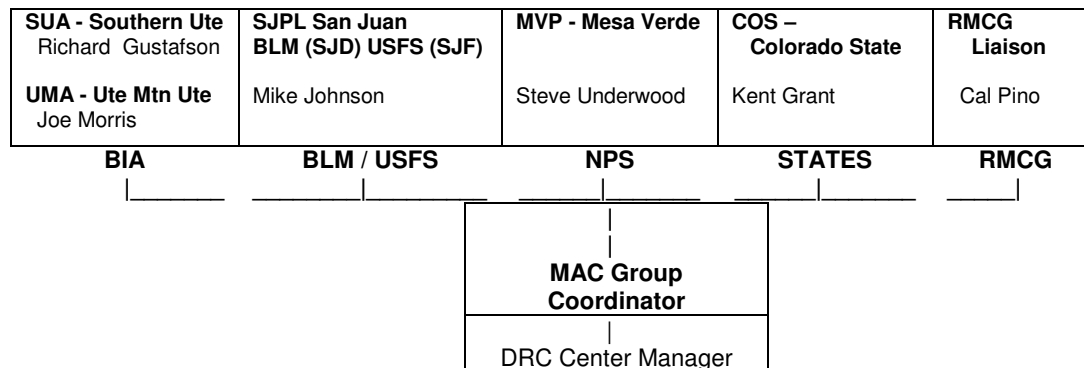
- Issue coordinated situation assessments.

MAC Groups at all levels should create and adhere to Multi-agency Coordinating Group Activation Plans. This plan contains information regarding trigger points at which the local MAC Group should be activated, who will participate and what each of their roles and responsibilities will be.

Current participants in the Durango Interagency Coordinating Group are: BIA, BLM, FS, NPS, CO State, Counties and their constituents. Agency MAC Group representatives will normally be Agency Directors, FMO's, or their representative.

(A copy of the current DRCG Charter and the DRCG Fire Duty Officer Roles and Responsibilities, is located in chapter 10 of this guide.)

#### DRC Board of Directors and Local MAC Group



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2 **DIRECTORS' DELEGATIONS**  
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4 The FS, BLM, BIA and NPS Directors have written delegated authority from their respective  
5 agency heads to:

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7 Represent their agency on all matters related to wildland fire operations. This includes  
8 membership on the Durango Area Multi-Agency Coordinating Group; determining local  
9 priorities and allocating/re-allocating incident resources.

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11 Represent the state and counties interests in the absence of their local representative.

12 **See Chapter 30 of the National and RMA Mobilization Guides for more detailed**  
13 **MAC Group Operational Information.**  
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## MANAGEMENT

### DURANGO INTERAGENCY COORDINATING GROUP CHARTER

#### Mission Statement:

The Durango Interagency Coordinating Group (hereafter referred to as DRCG) is responsible for furthering interagency cooperation, communications and coordination, and to implement interagency fire management direction within the sphere of influence of the Durango Interagency Dispatch Center and with its neighboring Dispatch Centers.

#### Purpose and Duties:

- Provide interagency leadership and coordinated implementation of current policies, directions and standards for fire management activities.
- Instill professionalism in all aspects of fire management and develop a full partnership, trust and mutual assistance among fire management entities.
- Recommend a unified course of action to agency administrators in order to promote safety and provide oversight in all aspects of fire management.
- Provide a communication link between local, state, tribal and federal entities.
- Serve as a focal point for requests for interagency action to and from the area and local level.
- Serve as a forum for the identification of interagency fire management issues and solutions, i.e.,:
  - Supporting and promoting ecosystem management, urban / rural / wildland interface, fire prevention, education, fuels, and resource management within the scope of current Wildland Fire Policy.
  - Managing interagency safety and training programs within the sphere of influence.
  - Establishing committees and task groups to address interagency issues within the DRC area.
- Facilitate coordination and efficiency in all fire management activities by:
  - Establishing an interagency preparedness plan within agency guidelines which defines parameters and specific action items for each preparedness level.
  - Establishing a delegation of authority for the Durango Interagency Dispatch Center to set priorities for the movement and commitment of resources on an interagency basis based on specific preparedness levels.
  - Directing the establishment of priorities beyond that authority delegated to Durango Interagency Dispatch Center.
  - Providing oversight to the Durango Interagency Dispatch Center.
    - Establishing and maintaining a local Multi-agency Coordination (MAC) Group.
    - Selecting and managing Type III Incident Management Teams.
    - Coordinating fire severity requests.
    - Coordinating fire use restrictions during periods of high fire danger.

- Coordinating zone sponsored training at the 100 and 200 levels.
- Providing oversight and approval of the Durango Interagency Fire Dispatch Center.
- Fire Management Annual Operating Plan and Mobilization Guide.
- Providing coordinated input into County Annual Fire Operating Plans.
- Coordinating prescribed fire and smoke management.
- Representing the DRCG at meetings of the Rocky Mountain Area Coordinating Group.

The DRCG members will be responsible to ensure that respective policies and procedures are maintained and that agency administrators are informed. Policy recommendations which require changes, modifications, or costs will be reviewed and approved by agency administrators before implementation.

#### Membership

The DRCG, established as a board of directors, will be comprised of the lead fire manager or their designee from each of the following agencies:

- USDA Forest Service – San Juan National Forest (San Juan Public Lands)
- Colorado State Forest Service – Fire Management Officer
- USDI Bureau of Indian Affairs - Southern Ute Agency
- USDI Bureau of Land Management – San Juan Field Office (San Juan Public Lands)
- USDI National Park Service - Mesa Verde National Park
- USDI Bureau of Indian Affairs - Ute Mountain Ute Agency

A representative from each of the following offices will serve as advisors/liaisons to the Board:

- Durango Interagency Dispatch Center Manager
- La Plata County Fire Chief's Association
- Montezuma County Fire Chief's Association
- Archuleta County Fire Chief's Association
- Rocky Mountain Coordinating Group

DRCG members must have the authority to fully represent their agency in Board functions. An alternate representative needs to be designate by each Agency Board Member to cover in his/her absence. **MAC Group members must have a written delegation of authority from their Agency Administrator.**

Based on the order of board member agencies listed above, a chairperson will be chosen to serve a one year term. A vice chair will be the representative from the next agency on the list and will assume the chair position as it becomes vacant. Terms will be based on a calendar year. Interim vacancies will cause the rotation of the chair and vice chair to move accordingly.

The chairperson is responsible for calling meetings, calling for items and setting agendas, running the meetings and follow-up on action items; they will also sign appropriate DRCG documents/correspondence.

The vice chair will serve in the absence of the chairperson.

The DRCG member or designee will also serve on the Multi-agency Coordinating (MAC) Group when activated.

## Meetings

The DRCG will schedule three regular meetings per year - fall, winter and spring to discuss DRCG fire management activities. Regular meetings for the coming year will be scheduled at the fall meeting. Meetings will be scheduled to allow all agencies to participate.

Hosting of meetings will rotate among the DRCG membership. The host will be responsible for meeting room space and any costs incurred for the meeting room arrangements.

Additional meetings may be called as needed by the chairperson, with agenda and location agreed upon by the membership.

The chairperson may also use conference calls to poll members on issues.

Action items requiring DRCG decisions are to be distributed along with meeting agendas to the membership two weeks prior to each meeting.

The Durango Interagency Dispatch Center will provide a person at each meeting who will take minutes, prepare them for distribution and distribute them to members and other designated recipients.

Board members will ensure that they will be present at all meetings, or will send a representative acting with authority to fully represent their agency.

## Committees/Task Groups:

The Board will identify issues and concerns of mutual interest and assign specific working committees. Specific working committees may be formed to deal with long standing issues such as training, logistics coordination, coordinated prescribed fire management, coordinated fire management analysis and planning, or other working committees as needed. The Board will provide direction, oversight, and the meeting minutes to the chairperson of each working committee.

Working committees will elect a chairperson; minutes of meetings will be taken and distributed to committee members and to Board members. Committee chairpersons or their representatives are encouraged to attend the general Board meetings.

Working committees may define temporary task groups which may have one or more responsibilities. The group, upon completion of its task, shall adjourn unless an additional task is assigned.

The permanent committee under the DRCG is the Training Committee.

**DURANGO INTERAGENCY COORDINATING GROUP (DRCG)  
FIRE DUTY OFFICER  
Roles and Responsibilities**

Serve as a liaison between the Durango Interagency Coordinating Group (DRCG) and the Durango Interagency Dispatch Center (DRC), and provides fire management (wildland and prescribed fire) oversight and support to DRC.

Serves as a point of contact for the DRC coordinator, local MAC group, agency line officers and others as circumstances dictate.

Assists the DRC coordinator, as requested, with problem solving and provides decision support.

**The DRCG Fire Duty Officers will:**

- Be assigned one week on-call periods, during which they will be required to be available on a 24 hour basis and be able to respond on short notice.
- Be required to check-in with DRC at least once daily during their designated on-call periods as defined by preparedness levels.
- Assure close coordination with the DRC coordinator on duty, to alleviate any duplication of duties.
- Serve as an extension of the Durango Interagency Coordinating Group by providing strategic oversight and direction and keep the DRCG informed and updated on incident activity.
- Serve as a conduit of information between the DRC and DRCG and be responsible for organizing conference calls as circumstances warrant.
- Determine the need for joint duty officer responses.
- Initiate the activation on the Durango Interagency MAC group, as needed.
- Work within existing and appropriate logistical/managerial channels.

**In relation to the DRCG-FDO the DRC will:**

- Brief the designated FDO about current situations as requested or as circumstances warrant.
- Provide resource status, incident activity, weather related potential, serious injury, fatalities or property loss
- Provide close coordination with the FDO to assure that local agency and Rocky Mountain Area issues are being addressed and needs met.

**The DRCG Duty Officer position will generally be filled by the Fire Management Officer at the San Juan Public Lands Center, due to close proximity to Dispatch. In the absence of an FMO at the SJPLC, one of the other zone FMOs will be designated duty officer.**



## DURANGO INTERAGENCY TRAINING COMMITTEE (DITC) CHARTER

### **Mission Statement:**

The Durango Interagency Training Committee (hereafter referred to as DITC) was established under the authority of the Durango Interagency Coordinating Group (DRCG) to provide a coordinated interagency approach to fire management training within the Durango Zone.

### **Purpose and duties:**

- Provide direction, resources and monitoring for the implementation of the training standards and components of the NWCG Wildland and Prescribed Fire Qualifications Guide 310-1 and related training documents.
- Establishes, coordinates and maintains a strategic zone training process where each member offers training annually that supports the overall training needs of the zone.
- Monitor and evaluate all local training to NWCG Standards.
- Ensure instructors of local training meet NWCG Standards.
- Identify and address issues, concerns and opportunities related to interagency fire management training.
- Provide advocacy of new techniques, practices and procedures that facilitate more effective training.

### **Membership:**

The training committee will be composed of one representative from each agency within the Durango Zone; the following agencies will be represented:

- USDI Bureau of Indian Affairs - Ute Mountain Agency
- USDI National Park Service - Mesa Verde National Park
- USDI Bureau of Indian Affairs - Southern Ute Agency
- San Juan Public Lands
  - USDA Forest Service - San Juan National Forest
  - USDI Bureau of Land Management - San Juan Field Office
- Colorado State Forest Service - Durango District

Training representatives from individual Forest Service/BLM districts, Volunteer Fire Departments and County representatives are requested to attend and participate in DITC meetings.

It is not anticipated that voting by the membership will be required to decide issues yet if it is required, only those members representing the agencies listed above will have a voting right.

## **DURANGO INTERAGENCY TRAINING COMMITTEE (DITC) CHARTER... continued**

### **Meetings:**

Regular training committee meetings will be held as deemed necessary by the Zone Chairperson or when agenda items and issues require. At a minimum, it is recommended that meetings be held twice a year. One pre-fire training season meeting to schedule courses and one fall meeting to analyze needs surveys, develop strategic training plan, and identify issues, concerns and opportunities to improve committee performance.

### **Organization:**

The DITC will elect one of its members to serve as the Zone Training Chairperson as well as a Vice Chairperson to serve in the absence of the Chairperson. These positions will be elected every year at the pre-season meeting. A Zone Training Representative will be assigned by the Chairperson and typically will be a representative from Durango Interagency Dispatch Center (DRC). Incumbents can be re-elected with no term limit. The duties and responsibilities of each position within the organization are as follows:

#### **Zone Training Chairperson:**

- Responsible for the execution of the purpose and duties of the DITC.
- Assign task groups as needed.
- Conducts training meetings and develops the agenda.
- Reports to the DRCG Board on the activities and recommendations of the training committee.
- As necessary, will coordinate with agency supervisors and representatives to prioritize the nominations for local 100 – 200 level courses and the regional/national 300 level and above courses.
- Coordinates the annual zone needs analysis process.

#### **Zone Vice Chairperson:**

- Acts as the Chairperson in his/her absence.
- As assigned, represents the committee.
- Performs Zone Training Representative duties if absent or as needed.



## **DURANGO INTERAGENCY TRAINING COMMITTEE (DITC) CHARTER... continued**

### **Zone Training Representative:**

- Represents the Durango Zone on the RMAC Training Committee.
- Collect agency nominations for 100-200 level courses held within the zone via fax or e-mail. The course coordinators will collect the nominations from DRC.
- Collect and forward local nominations to 300 level courses and above to the Rocky Mountain Area Training Coordinator.
- Ensure that course coordinators create courses and properly credit all passing students in the Interagency Qualifications and Certification System (IQCS)
- Takes meeting notes for distribution, ensures notes are recorded, edited, filed and distributed to committee members.
- Post zone training information on the training website located within the DRC website.

### **Members:**

- Each member is responsible for representing and maintaining their agencies interest, policies and procedures and needs assessment.
- Submit issues as an agenda item attend all meetings and accomplish assigned tasks.
- Review all material submitted to the training committee and distributes that information to their respective agencies.
- Develop, distribute and collect agency training needs analysis.
- Determine specific training offered within the zone annually and determine host unit, course coordinators, instructors and scheduling.

### **Unit Training Reps/Advisors:**

- Serve as non-voting members of the committee and provide information and input on training issues as needed.

### **Task Groups:**

- Ad-hoc committees may be established as special needs arise; these committees should be organized only for short periods and for specific purposes.

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